



**TEMPORARY  
WAREHOUSE PERSON (OFF-SIDER DELIVER DRIVER)**

The U.S. Embassy in Canberra is seeking an individual for the temporary position of Warehouse Person (Off-Sider Delivery Driver) in the General Services Office (GSO).

Incumbent assists the warehouse delivery truck driver with the delivery of furniture, appliances and general goods throughout Canberra. Prepares paperwork on deliveries, and carries out general warehouse duties as requested by the Warehouse Supervisor.

Salary: A\$43,576 p.a. + superannuation benefits  
Hours: 40hrs/week, Monday to Friday.  
**6 month Temporary appointment**

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

1. Completion of high school (Year 10) is required.
2. One year prior warehouse/laborer experience is required.
3. Level 3 (Good Working Knowledge) Speaking/Reading English is required. This will be tested.
4. Must be physically fit and have the ability to lift and carry moderately heavy furniture and equipment as well as assemble pre-fabricated furniture, install household appliances, and undertake minor repairs of white goods.
5. Demonstrated interpersonal and customer service skills are required.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov) by C.O.B **MARCH 11, 2011**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

**Note:** Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

<b>POSITION TITLE: TEMPORARY WAREHOUSE PERSON (OFF-SIDER DELIVER DRIVER)</b>	<b>POSITION GRADE LE- 3 (STARTING SALARY A\$43,576 P.A.)</b>
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### **DUTIES AND RESPONSIBILITIES**

#### **Basic Function of the Position**

Incumbent assists the warehouse delivery truck driver with the delivery of furniture, appliances and general goods throughout Canberra. Prepares paperwork on deliveries, and carries out general warehouse duties as requested by the Warehouse Supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Prue Fuller at (02) 6214 5778.

#### **Major Duties and Responsibilities**

##### **WAREHOUSE**

100%

- Assist the Warehouse delivery truck driver with deliveries throughout Canberra.
- Loads & unloads furniture, appliances, equipment and supplies, delivering them to the Warehouse, residences or offices, using protective wrappings, packaging and unpacking items.
- Installs furniture and equipment at requested locations, performing minor furniture assembly, installing and connecting appliances such as washers, dryers, dishwashers & air conditioners.
- Prepares paperwork on all delivers (additions/deletions to inventory), providing the Asset Tag number, description, location codes and noting any damage.
- Acts as backup to Receiving Officer during their absence.

### **Selection Criteria**

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of high school (Year 10) is required.
2. One year prior warehouse/laborer experience is required.
3. Level 3 (Good Working Knowledge) Speaking/Reading English is required. This will be tested.
4. Must be physically fit and have the ability to lift and carry moderately heavy furniture and equipment as well as assemble pre-fabricated furniture, install household appliances, and undertake minor repairs of white goods.
5. Demonstrated interpersonal and customer service skills are required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

### **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their

employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Regional Human Resources Office  
American Embassy  
Moonah Place  
YARRALUMLA ACT 2600

or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov)

### **THE DEADLINE FOR APPLICATIONS IS C.O.B MARCH 11, 2011**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

## **APPENDIX**

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference

O. Education

P. License, Skills, Training, Membership, & Recognition

Q. Language Skills

R. Work Experience

S. References